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Authorized Federal Supply Schedule Price List

U.S. General Services Administration (GSA)
Federal Acquisition Service

Professional Services Schedule (PSS)

Contract Number: GS-00F-269CA

Contract Period: August 26, 2015 – August 25, 2020



Business Size: Small

NAICS Codes: 541611 & 541330

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

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General Contract Information

1a. Table of Awarded Special Item Numbers (SINs): C874-1/1RC, C874-7/7RC, C871-1/1RC, C871-2/2RC

1b. Price List: See page 7

1c. Labor Category Descriptions: See page 13–38

2. Maximum Order: GSA has stated that \$1,000,000 is the maximum order amount; however, the contractor is willing to accept orders which exceed this amount and is allowed to do so according to the terms of its contract.

3. Minimum Order: \$100

4. General & Administrative: In accordance with BCS' DCAA approved accounting practices, G&A will be applied to all travel and other direct costs required in the performance of orders. G&A may also be applied to subcontractors.

5. Geographic Coverage: Domestic and overseas

6. Point(s) of Production: Same as company address

7. Discount from List Price: Discounts may be offered on an order-by-order basis.

8. Quantity Discounts: None offered

9. Prompt Payment Terms: Net 30 days

10. Payment by Government Credit Card: Accepted

11. Foreign Items: None

12a. Time of Delivery: Specified in task order

12b. Expedited Delivery: Contact contractor

12c. Overnight and 2-Day Delivery: Contact contractor

12d. Urgent Requirements: Contact contractor

13. F.O.B Points(s): Destination

14a. Ordering Address: Same as contractor address

14b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

15. Payment Address: Same as contractor address

16. Warranty Provision: Contractor's standard commercial warranty

17. Export Packing Charges (if applicable): Not applicable

18. Terms and Conditions of Government Credit Card Acceptance: See 10 above

19. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): Not applicable

20. Terms and Conditions of Installation (if applicable): Not applicable

21. Terms and Conditions of Repair Parts Indicating Date of Parts, Price Lists, and Any Discounts from List Prices (if applicable): Not applicable

22. Terms and Conditions for Any Other Services (if applicable): Not applicable

23. List of Service and Distribution Points (if applicable): Not applicable

24. List of Participating Dealers (if applicable): Not applicable

25. Preventive Maintenance (if applicable): Not applicable

26. Environmental Attributes such as Recycled Content, Energy Efficiency, and/or Reduced Pollutants: Not applicable

27. Section 508 Compliance: Not applicable

28. Data Universal Numbering System (DUNS) Number: 78-5621988

26. System for Award Management (SAM): Registration is current

BCS, Incorporated Overview

BCS, Incorporated (BCS) is a management consulting firm that specializes in energy and environment, national security, health, and international development. BCS provides its clients a full range of services, including technical and engineering studies, market and policy analysis, strategic planning and evaluation, and government program support. BCS is widely recognized for its unique ability to deliver the resources and expertise of a large firm, while providing the personalized service, innovation, immediate attention, and high product quality of a small business.

Contract Overview

BCS, Incorporated was awarded a GSA Federal Supply Schedule for Professional Services (PSS), Contract No. GS-00F-269CA, on August 26, 2015 and has a five year performance period through August 25, 2020. The contract allows BCS to enter into Firm Fixed Price and Time and Material task orders using the labor categories and rates included in this Price List.

Contract Administrator

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Contract Use

Our Professional Services Schedule (PSS) provides BCS Federal Government clients with a fast and efficient procurement vehicle to obtain BCS services. The PSS schedule is available to all Federal Government agencies. The Federal Supply Service Home Page (www.fss.gsa.gov) contains information regarding PSS and the GSA Advantage™ program.

Contract Scope

SIN C874-1: Integrated Consulting Services

BCS offers an integrated approach to consulting that combines extensive staff expertise with a broad range of service offerings, ranging from strategic planning to individual and organizational assessments and evaluations. BCS consultation services contribute to visionary leadership within organizations and establish cultures where employees focus on results and create value. The Government Performance and Results Act (GPRA) requires a strategic planning process for federal agencies that includes developing goals and measurable objectives, describing how those goals and objectives will be achieved, and using evaluation data to track progress toward meeting those goals and objectives. BCS has a 20+-year history of providing consulting services that enable management teams operating in dynamic environments to respond to GPRA requirements, congressional requests, and other internal/external drivers. BCS also helps clients achieve the quality and customer service improvements sought by the President's National Partnership for Reinventing Government Hammer Award.

BCS facilitates collaborative strategic planning, vision, roadmapping, and team building events with government agencies and industry to enable organizations to focus on key business activities, identify mutually beneficial goals, and map strategies to meet those goals.

BCS has extensive experience in developing, implementing, and analyzing surveys and questionnaires for private, state, and federal clients. Results of BCS surveys have supported organizational assessments, market analyses, and program evaluations.

SIN C874-7: Integrated Business Program Support Services

Today's federal entities are continuously engaged in activities to accomplish a wide variety of objectives with limited budgets. This includes implementing and integrating new programs, delivering high-quality products and services, and developing new stakeholder support systems. The BCS method of program integration and management services is simple and effective. We take an integrated systems approach to program/project management that focuses on results and stakeholder satisfaction. That means establishing an organizational framework that examines the lifecycle of a client's product—from acquisition through design and development, production, delivery, and support.

SIN C871-1: Strategic Planning for Technology Programs/Activities

BCS offers an all-encompassing approach to strategic planning for technical programs by combining extensive knowledge of engineering concepts and practices with significant experience in strategic planning and analysis for government and commercial clients. BCS provides strategic planning services for the definition and interpretation of high level organizational engineering performance requirements, objectives, and approaches for achievement within various projects, systems, and missions. BCS's

technical expertise has been honed during its years of energy and technology-related support provided to Federal, state, and private company clients through successive contracts. BCS approaches strategic planning by utilizing a team that includes engineers and physical scientists who bring years of experience to a multitude of projects in the chemicals and mechanical engineering disciplines. Team members also include analysts, communications specialists, and graphic design professionals who possess the ability to transform technical content into clear and compelling products.

SIN C871-2: Concept Development & Requirements Analysis

BCS offers unparalleled concept development and requirement analysis services by means of knowledgeable technical staff resources proficient within the development and analysis of concept studies, requirements definition, and program and project planning. BCS has extensive experience in this area with specific experience in requirement analysis, cost performance trade-off analysis, feasibility studies, process design, training, business case analysis, and merit review. BCS utilizes a transparent and auditable approach for concept development and requirements analysis by first completing extensive research to ensure a thorough knowledge of the subject area, requirements, and alternatives. BCS then adheres closely to standard methodology and also follows uncertainty analysis guidelines to ensure development of a comparable set of responses and highly defensible analytical framework. BCS staff have decades of proven experience in concept development, analysis, training, project implementation, evaluation, and reporting for government programs and projects for audiences ranging from engineers and other technical personnel to government managers, and policy and lawmakers.

Please be advised that the following individual Schedule contracts have been migrated to this Professional Services Schedule (PSS). As a result, no additional standalone Task Orders can be awarded or BPAs established under these contracts.

Single Schedule Name	Former Contract Numbers
Mission Oriented Business Integrated Services (MOBIS)	GS-10F-0102N
Professional Engineering Services (PES)	GS-10F-0187Y

Labor Category Rates for C874-1 and C874-7

Labor Category	Min Edu	Min Exp	Year 1 8/26/15- 8/25/16	Year 2 8/26/16- 8/25/17	Year 3 8/26/17- 8/25/18	Year 4 8/26/18- 8/25/19	Year 5 8/26/19- 8/25/20
Project Manager I	Bachelor's Degree	4	\$87.36	\$89.98	\$92.68	\$95.46	\$98.32
Project Manager II	Bachelor's Degree	6	\$101.53	\$104.58	\$107.71	\$110.94	\$114.27
Project Manager III	Bachelor's Degree	8	\$129.72	\$133.61	\$137.62	\$141.75	\$146.00
Project Manager IV	Bachelor's Degree	10	\$154.40	\$159.03	\$163.80	\$168.72	\$173.78
Project Manager V	Bachelor's Degree	12	\$172.30	\$177.47	\$182.79	\$188.28	\$193.93
Project Director	Bachelor's Degree	14	\$266.61	\$274.61	\$282.85	\$291.33	\$300.07
Economist I	Bachelor's Degree	2	\$56.50	\$58.20	\$59.94	\$61.74	\$63.59
Economist II	Bachelor's Degree	5	\$81.24	\$83.68	\$86.19	\$88.77	\$91.44
Economist III	Bachelor's Degree	8	\$102.30	\$105.37	\$108.53	\$111.79	\$115.14
Subject Matter Expert I	Bachelor's Degree	6	\$159.54	\$164.33	\$169.26	\$174.33	\$179.56
Subject Matter Expert II	Bachelor's Degree	10	\$192.79	\$198.57	\$204.53	\$210.67	\$216.99
Subject Matter Expert III	Bachelor's Degree	12	\$216.42	\$222.91	\$229.60	\$236.49	\$243.58
Subject Matter Expert IV	Bachelor's Degree	16	\$276.36	\$284.65	\$293.19	\$301.99	\$311.05
Technical Associate	Bachelor's Degree	0	\$52.46	\$54.03	\$55.65	\$57.32	\$59.04
Technical Analyst	Bachelor's Degree	3	\$68.92	\$70.99	\$73.12	\$75.31	\$77.57
Senior Technical Analyst	Bachelor's Degree	6	\$110.47	\$113.78	\$117.20	\$120.71	\$124.34
Lead Technical Analyst	Bachelor's Degree	10	\$130.39	\$134.30	\$138.33	\$142.48	\$146.76
Administrative Support I**	High School Diploma	0	\$42.54	\$43.82	\$45.13	\$46.48	\$47.88
Administrative Support II**	High School Diploma	3	\$48.56	\$50.02	\$51.52	\$53.06	\$54.65
Project Support Specialist	Bachelor's Degree	2	\$53.14	\$54.73	\$56.38	\$58.07	\$59.81
Event Planner	Bachelor's Degree	2	\$71.75	\$73.90	\$76.12	\$78.40	\$80.76
Communications Specialist	Bachelor's Degree	4	\$63.01	\$64.90	\$66.85	\$68.85	\$70.92
Communications Manager	Bachelor's Degree	6	\$85.30	\$87.86	\$90.49	\$93.21	\$96.01

Labor Category	Min Edu	Min Exp	Year 1 8/26/15- 8/25/16	Year 2 8/26/16- 8/25/17	Year 3 8/26/17- 8/25/18	Year 4 8/26/18- 8/25/19	Year 5 8/26/19- 8/25/20
Computer Services- Professional Staff I	Bachelor's Degree	0	\$54.35	\$55.98	\$57.66	\$59.39	\$61.17
Computer Services- Professional Staff II	Bachelor's Degree	1	\$57.15	\$58.86	\$60.63	\$62.45	\$64.32
Computer Services- Professional Staff III	Bachelor's Degree	3	\$67.22	\$69.24	\$71.31	\$73.45	\$75.66
Computer Services- Professional Staff IV	Bachelor's Degree	5	\$77.71	\$80.04	\$82.44	\$84.92	\$87.46
Database Design Analyst II	Bachelor's Degree	5	\$81.53	\$83.98	\$86.50	\$89.09	\$91.76
Database Design Analyst III	Bachelor's Degree	7	\$99.02	\$101.99	\$105.05	\$108.20	\$111.45
Database Administrator	Bachelor's Degree	8	\$113.84	\$117.26	\$120.77	\$124.40	\$128.13
Senior Database Administrator	Bachelor's Degree	12	\$130.38	\$134.29	\$138.32	\$142.47	\$146.74
Graphic Artist	Bachelor's Degree	4	\$56.85	\$58.56	\$60.31	\$62.12	\$63.99
Graphic Artist, Mid	Bachelor's Degree	6	\$67.55	\$69.58	\$71.66	\$73.81	\$76.03
Graphic Artist, Senior	Bachelor's Degree	7	\$71.52	\$73.67	\$75.88	\$78.15	\$80.50
Graphic Artist, Lead	Bachelor's Degree	9	\$85.65	\$88.22	\$90.87	\$93.59	\$96.40
Multimedia Specialist	Bachelor's Degree	4	\$67.24	\$69.26	\$71.33	\$73.48	\$75.68
Professional Business Specialist I	Bachelor's Degree	0	\$48.46	\$49.91	\$51.41	\$52.95	\$54.54
Professional Business Specialist II	Bachelor's Degree	2	\$60.51	\$62.33	\$64.20	\$66.12	\$68.10
Professional Business Specialist III	Bachelor's Degree	5	\$80.86	\$83.29	\$85.78	\$88.36	\$91.01
Professional Business Specialist IV	Bachelor's Degree	7	\$127.96	\$131.80	\$135.75	\$139.83	\$144.02
Professional Business Specialist VI	Bachelor's Degree	11	\$156.34	\$161.03	\$165.86	\$170.84	\$175.96
Professional Business Specialist VII	Bachelor's Degree	15	\$179.01	\$184.38	\$189.91	\$195.61	\$201.48
Programming Analyst III	Bachelor's Degree	5	\$87.26	\$89.88	\$92.57	\$95.35	\$98.21
Senior Programming Analyst	Bachelor's Degree	8	\$105.74	\$108.91	\$112.18	\$115.55	\$119.01
Lead Programming Analyst	Bachelor's Degree	10	\$130.48	\$134.39	\$138.43	\$142.58	\$146.86

Labor Category	Min Edu	Min Exp	Year 1 8/26/15- 8/25/16	Year 2 8/26/16- 8/25/17	Year 3 8/26/17- 8/25/18	Year 4 8/26/18- 8/25/19	Year 5 8/26/19- 8/25/20
Quality Analyst I	Bachelor's Degree	2	\$56.33	\$58.02	\$59.76	\$61.55	\$63.40
Quality Analyst II	Bachelor's Degree	4	\$73.16	\$75.35	\$77.62	\$79.94	\$82.34
Quality Analyst III	Bachelor's Degree	6	\$89.12	\$91.79	\$94.55	\$97.38	\$100.31
Research Associate	Bachelor's Degree	0	\$52.46	\$54.03	\$55.65	\$57.32	\$59.04
Research Analyst	Bachelor's Degree	3	\$61.00	\$62.83	\$64.71	\$66.66	\$68.66
Senior Research Analyst	Bachelor's Degree	5	\$81.24	\$83.68	\$86.19	\$88.77	\$91.44
Lead Research Analyst	Bachelor's Degree	7	\$96.72	\$99.62	\$102.61	\$105.69	\$108.86
Analyst	Bachelor's Degree	4	\$64.33	\$66.26	\$68.25	\$70.30	\$72.40
Administrative Analyst	Bachelor's Degree	4	\$72.64	\$74.82	\$77.06	\$79.38	\$81.76
Training Specialist I	Bachelor's Degree	0	\$57.20	\$58.92	\$60.68	\$62.50	\$64.38
Training Specialist II	Bachelor's Degree	2	\$77.71	\$80.04	\$82.44	\$84.92	\$87.46
Training Specialist III	Bachelor's Degree	5	\$125.55	\$129.32	\$133.20	\$137.19	\$141.31

Labor Category Rates for C871-1 and C871-2

Labor Category	Min Edu	Min Exp	Year 1 8/26/15- 8/25/16	Year 2 8/26/16- 8/25/17	Year 3 8/26/17- 8/25/18	Year 4 8/26/18- 8/25/19	Year 5 8/26/19- 8/25/20
Project Manager I	Bachelor's Degree	4	\$89.93	\$92.63	\$95.41	\$98.27	\$101.22
Project Manager II	Bachelor's Degree	6	\$104.52	\$107.66	\$110.89	\$114.21	\$117.64
Project Manager III	Bachelor's Degree	8	\$133.55	\$137.56	\$141.68	\$145.93	\$150.31
Project Manager IV	Bachelor's Degree	10	\$158.96	\$163.73	\$168.64	\$173.70	\$178.91
Project Manager V	Bachelor's Degree	12	\$177.38	\$182.70	\$188.18	\$193.83	\$199.64
Project Manager VI	Bachelor's Degree	15	\$284.51	\$293.05	\$301.84	\$310.89	\$320.22
Engineer I	Bachelor's Degree	2	\$60.33	\$62.14	\$64.00	\$65.92	\$67.90
Engineer II	Bachelor's Degree	5	\$77.94	\$80.28	\$82.69	\$85.17	\$87.72
Engineer III	Bachelor's Degree	7	\$114.40	\$117.83	\$121.37	\$125.01	\$128.76
Senior Engineer	Bachelor's Degree	10	\$154.20	\$158.83	\$163.59	\$168.50	\$173.55
Principal Engineer	Bachelor's Degree	12	\$237.67	\$244.80	\$252.14	\$259.71	\$267.50
Scientist I	Bachelor's Degree	2	\$54.65	\$56.29	\$57.98	\$59.72	\$61.51
Scientist II	Bachelor's Degree	5	\$83.64	\$86.15	\$88.73	\$91.40	\$94.14
Scientist III	Bachelor's Degree	7	\$114.40	\$117.83	\$121.37	\$125.01	\$128.76
Senior Scientist	Bachelor's Degree	10	\$134.24	\$138.27	\$142.42	\$146.69	\$151.09
Principal Scientist	Bachelor's Degree	15	\$210.47	\$216.78	\$223.29	\$229.99	\$236.89
Systems Engineer I	Bachelor's Degree	2	\$69.78	\$71.87	\$74.03	\$76.25	\$78.54
Systems Engineer II	Bachelor's Degree	5	\$90.73	\$93.45	\$96.26	\$99.14	\$102.12
Systems Engineer III	Bachelor's Degree	7	\$105.00	\$108.15	\$111.39	\$114.74	\$118.18
Systems Engineer IV	Bachelor's Degree	10	\$135.69	\$139.76	\$143.95	\$148.27	\$152.72
Systems Engineer V	Bachelor's Degree	12	\$154.20	\$158.83	\$163.59	\$168.50	\$173.55
Systems Engineer VI	Bachelor's Degree	15	\$237.67	\$244.80	\$252.14	\$259.71	\$267.50
Subject Matter Expert I	Bachelor's Degree	6	\$164.25	\$169.18	\$174.25	\$179.48	\$184.86
Subject Matter Expert II	Bachelor's Degree	10	\$203.88	\$210.00	\$216.30	\$222.79	\$229.47
Subject Matter Expert III	Bachelor's Degree	12	\$237.67	\$244.80	\$252.14	\$259.71	\$267.50
Subject Matter Expert IV	Bachelor's Degree	16	\$284.51	\$293.05	\$301.84	\$310.89	\$320.22
Technical Research Analyst	Bachelor's Degree	3	\$70.95	\$73.08	\$75.27	\$77.53	\$79.85

Labor Category	Min Edu	Min Exp	Year 1 8/26/15- 8/25/16	Year 2 8/26/16- 8/25/17	Year 3 8/26/17- 8/25/18	Year 4 8/26/18- 8/25/19	Year 5 8/26/19- 8/25/20
Technical Research Analyst, Lead	Bachelor's Degree	10	\$134.24	\$138.27	\$142.42	\$146.69	\$151.09
Technical Research Analyst, Senior	Bachelor's Degree	5	\$99.57	\$102.56	\$105.63	\$108.80	\$112.07
Technical Research Associate	Bachelor's Degree	0	\$54.00	\$55.62	\$57.29	\$59.01	\$60.78
Administrative Support I**	High School Diploma	0	\$38.22	\$39.37	\$40.55	\$41.76	\$43.02
Administrative Support II**	High School Diploma	2	\$43.79	\$45.10	\$46.46	\$47.85	\$49.29
Administrative Support III**	High School Diploma	4	\$49.99	\$51.49	\$53.03	\$54.63	\$56.26
Administrative Support IV	Bachelor's Degree	2	\$58.84	\$60.61	\$62.42	\$64.30	\$66.22
Quality Analyst I	Bachelor's Degree	2	\$57.23	\$58.95	\$60.72	\$62.54	\$64.41
Quality Analyst II	Bachelor's Degree	4	\$73.07	\$75.26	\$77.52	\$79.85	\$82.24
Quality Analyst III	Bachelor's Degree	6	\$90.53	\$93.25	\$96.04	\$98.92	\$101.89
Research Associate	Bachelor's Degree	0	\$54.00	\$55.62	\$57.29	\$59.01	\$60.78
Research Analyst	Bachelor's Degree	3	\$62.79	\$64.67	\$66.61	\$68.61	\$70.67
Senior Research Analyst	Bachelor's Degree	5	\$83.64	\$86.15	\$88.73	\$91.40	\$94.14
Lead Research Analyst	Bachelor's Degree	7	\$99.57	\$102.56	\$105.63	\$108.80	\$112.07

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Support I	01020 Administrative Assistant	2007-0020
Administrative Support II	01020 Administrative Assistant	2007-0020
Administrative Support III	01020 Administrative Assistant	2007-0020

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated () SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).**

Education/Experience Equivalency Chart*

Degree	Equivalent Years of Experience
Associate's Degree	2 years of experience
Bachelor's Degree	4 years of experience
Master's Degree	6 years of experience
Doctorate	8 years of experience
Certificate	1 year of experience

** – Note: The following clarification applies to all labor categories: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional educational background. Related experience may be substituted for education. Education and experience requirements will be determined jointly by BCS and the client based on task requirements.*

Labor Category Descriptions for C874-1 and C874-7

PROJECT MANAGER

Description

Responsible for planning, directing, and coordinating activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviewing project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishing work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Conferring with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directing and coordinating activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviewing status reports prepared by project personnel and modifies schedules or plans as required. Preparing project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Coordinates project activities with activities of government regulatory or other governmental agencies. Candidate must have a strong background in project management. Must have demonstrated ability to provide guidance and direction to staff and possess expertise in the management and control of funds and resources, establishing requirements and procedures for responding to statements of work for task/delivery orders, and preparing deliverables. Must lead and integrate elements of complex projects to achieve desired results by setting strategically aligned goals. Other areas of expertise may include business process and reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Must also possess strong facilitation and Cross-functional team facilitation skills.

Levels/Qualifications

Project Manager I — Bachelor's degree plus 4 years' experience

Project Manager II — Bachelor's degree plus 6 years' experience

Project Manager III — Bachelor's degree plus 8 years' experience

Project Manager IV — Bachelor's degree plus 10 years' experience

Project Manager V — Bachelor's degree plus 12 years' experience

Project Director — Bachelor's degree plus 14 years' experience

ECONOMIST

Description

Serves as the lead or team member on projects that involve analyzing economic data associated with investment and conduct cost-benefit analyses. Analyzes the factors that influence financing and project implementation costs to determine the resulting financial, economic, and environmental impacts. Develops analytically sounds metrics to evaluate the success and progress of projects or a portfolio of projects.

Levels/Qualifications

Economist I — Bachelor's degree plus 2 years' experience

Economist II — Bachelor's degree plus 5 years' experience

Economist III — Bachelor's degree plus 8 years' experience

SUBJECT MATTER EXPERT

Description

Serves as the business, process, or technology expert in specific functional area(s). Responsible for providing expert knowledge within a specific field; developing concepts; conveying information to the team; and monitoring development. The Subject Matter Expert is responsible for meeting with clients to assess functional areas, identify risks, and develop documentation. Responsible for interfacing with project teams to convey client specifications, monitoring the direction of development, and establishing the criteria for test plans.

Levels/Qualifications

Subject Matter Expert I— Bachelor's degree plus 6 years' experience

Subject Matter Expert II — Bachelor's degree plus 10 years' experience

Subject Matter Expert III — Bachelor's degree plus 12 years' experience

Subject Matter Expert IV — Bachelor's degree plus 16 years' experience

TECHNICAL ANALYST

Description

Responsible for planning, organizing, and conducting research in scientific/technical/business field for support of federal activities or to improve the functioning of federal research and development programs or to improve internal government operations. Participating in decision making regarding research priorities, and providing information on feasibility of prospective projects. Developing research plan, designing experiments, outlining research procedures to be followed, and identifying and/or providing training to federal employees or others to improve current processes. Planning schedule of research according to organizations timetable, and establishing daily or weekly routines necessary to meet project timetable. Securing extramural funding as necessary through governmental grants, foundations, institutes, and/or corporate sponsors. Conducting research using laboratory equipment, computer resources, and/or institutional libraries. Performing and reporting interim analysis of accumulated data. Preparing reports and papers of completed projects for publication in technical journals, presentation to regulatory agencies or at conferences, or use in further research activities. Manages analysts and technical staff for the successful completion of the research activity. Candidate must have a high level functional knowledge to provide analysis, designs, integration, documentation and implementation advice on complex issues, which may require, creative problem solving. Participates in all phases of study development with emphasis on the planning, analysis, documentation, presentation and training aspects of projects undertaken. A higher level of mathematical principles and methodologies to assess technical problems in engineering, other physical sciences and business is required. Must lead and integrate elements of complex projects to achieve desired results by using scientific or known approaches and methodologies. Other areas of expertise may include business process and reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning. Performance measurement, organizational development, change management, and the development of leadership/management skills. To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; Internet software, database software and contact management systems.

Levels/Qualifications

Technical Associate — Bachelor's degree

Technical Analyst — Bachelor's degree plus 3 years' experience

Senior Technical Analyst — Bachelor's degree plus 6 years' experience

Lead Technical Analyst — Bachelor's degree plus 10 years' experience

ADMINISTRATIVE SUPPORT

Description

Provides administrative support to technical and management-level personnel, including but not limited to: phone answering, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, record keeping, and data input. Composes routine correspondence, documents, reports, orders, forms, etc., in support of project personnel as required. Locates and summarizes information and data from files and documents. Responsible for maintaining duty status of project personnel, suspense dates for matters requiring compliance, and similar information/data concerning the project. Requires technical computer skills and the ability to use word processing, spreadsheet, and presentation development software. Maintains files, documents, and records of completed work and works in cooperation with others in large, complex publication efforts. Assists in preparation of user manuals, training materials, installation guides, proposals, reports, and other customer deliverables and documents. May include the supervision and/or direction/scheduling of lower level employees.

Levels/Qualifications

Administrative Support I — High School Diploma

Administrative Support II — High School Diploma plus 3 years' experience

PROJECT SUPPORT SPECIALIST

Description

Responsible for data collection, writing correspondence, copying information, proof reading, providing measurements, organizing and collating files and records, conducting mail outs, scheduling, meeting preparations, prepares draft and final forms of technical documents, interacts with government staff, takes messages, prepares tables and graphics as needed. Requires experience with computers and word processing, spreadsheet, and scheduling and contact software. Needs to be able to support research activities both on the Internet and library searchers. Attention to details and dependability are essential. Writing and editing skill are essential. Ability to handle data performs calculations and suggest results from the data are important skills. Ability to work as a team player and respond timely to assignment.

Levels/Qualifications

Project Support Specialist — Bachelor's degree plus 2 years' experience

EVENT PLANNER

Description

Responsible for assisting with the development of research and analysis facilitation through the planning and management of various events. Candidate must develop, prioritize, and implement tactical project plans related to facilitation activities. Negotiates contracts and maintains relationships with preferred vendors. Compiles estimated cost models, submits final budget, tracks budget statistics, and prepares management reports. Makes space reservations for events and coordinates shipping of event materials, setup, and staffing. Negotiates group air and hotel contracts for event staffers and attendees to meet approved budget. Manages event schedules, organizes materials, reviews itineraries, and books venues and services. Assists in creation of internal and external informational materials. Coordinates registration and payment procedures, promotional mailings, and sponsorship activities. Organizes required catering services and room and communication equipment setup. Manages on-site staffing and registration. Determines appropriate responses to problems and emergencies. Provides project status updates. To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, project management software, Internet, and database software.

Levels/Qualifications

Event Planner — Bachelor's degree plus 2 years' experience

COMMUNICATIONS SPECIALIST

Description

Responsible for reviewing and revising research and analysis materials and studies to ensure correct usage of style, grammar, and punctuation, as well as improve overall readability. Assists with development of facilitation event materials, such as handouts, agendas, and meeting notes. Assists with the production of research and analysis CD ROMs, fact sheets, newsletters, and publications. Assists with the development of surveys to gather information pertinent to viability of proposed research projects. Participates in mailing list development and implementation for dissemination of research materials. Provides communications support for events, media development, and focus groups to evaluate effectiveness of deliverables. Assists with the development of user manuals and education and training materials for facilitated sessions. Supports development of quality presentations, slides, or electronic media presentations to display research results. Candidate must be an accomplished writer and editor that is able to review and edit copy and pay attention to details of publications and reports. To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, project management software, and database software.

Levels/Qualifications

Communications Specialist — Bachelor's degree plus 4 years' experience

COMMUNICATIONS MANAGER

Description

Responsible for coordinating the review and production of research and development materials—including fact sheets, website applications, newsletters, reports, and CD ROMs—by managing the Communications Specialists. Assists in the preparation and development of task plans, long- and short-term strategy documents, pricing policies, and budgets. Plans communications support for projects. Correlates compatibility of communication programs with research and analysis activities. Analyzes, interprets, and complies with government rules and regulations. Understands business implications of decisions and aligns work with strategic goals. Works within approved budget, develops and implements cost saving measures, and conserves organizational resources. Understands organization’s strengths and weaknesses, identifies external threats and opportunities, and adapts strategy to changing conditions. Meet challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, and presents ideas and information in a manner that gets others’ attention. Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors work to ensure quality. Candidate must be able develop project plans, coordinate projects, communicate changes and progress, complete projects on time and within budget, and manage project team activities. To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; project management software and database software.

Levels/Qualifications

Communications Manager — Bachelor’s degree plus 6 years’ experience

COMPUTER SERVICES- PROFESSIONAL STAFF**Description**

Performs operation and maintenance of computer equipment and peripherals for business environments in support of project and business needs, including support for set up of new users, applications, security and hosted services in support of large data collection efforts. Examples of such projects may include survey projects, project collaboration among geographically dispersed groups, among others. Schedules and coordinates computer operations to ensure productivity in business operations. Trains operators in operation procedures and resolves operational problems. Must be adept at problem identification and resolution. Experience in installation and testing of various business software applications. Working knowledge of operating system administration, including security, system and disk management, hardware maintenance and activity, and performance monitoring. May select, train and evaluate lower level computer operations personnel.

Levels/Qualifications

Computer Services – Professional Staff I — Bachelor’s degree

Computer Services – Professional Staff II — Bachelor’s degree plus 1 year experience

Computer Services – Professional Staff III — Bachelor’s degree plus 3 years’ experience

Computer Services – Professional Staff IV — Bachelor’s degree plus 5 years’ experience

DATABASE DESIGN ANALYST

Description

Develops database solutions to address business problems. Plans and coordinates the administration of information systems and databases to ensure accurate, appropriate, and effective use of business data, including data definition, structure, documentation, long-range requirements, and operational guidelines. Reviews database design and integration of systems and makes recommendations regarding enhancements/improvements for information gathering and exchange in support of business needs. Applies knowledge of database information technology concepts and techniques in the design, development, installation, and maintenance of databases in support of business objectives. Experienced with data modeling techniques, standardization, design, and implementation. Coordinates with task personnel and with clients to determine requirements needed to support specific functions. Provides interface, as appropriate, to existing legacy systems to collect needed information and data. Provides training on enhancements, maintenance, and operation of systems.

Levels/Qualifications

Database Design Analyst II — Bachelor's degree plus 5 years' experience

Database Design Analyst III — Bachelor's degree plus 7 years' experience

DATABASE ADMINISTRATOR

Description

Responsible for ensuring optimal storage, security, and accessibility of information for business needs, including information collected in surveys, tracking of project data for project management needs, and other business operations support. Responsible for coordinating physical changes to computer databases; and implementing physical databases. Designs logical and physical databases or reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics such as location, amount of space, and access method). Establishes physical database parameters. Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions. Calculates optimum values for database parameters such as amount of computer memory to be used by database. Specifies which users can access databases and what data can be accessed by user. Directs programmers and analysts to make changes to database management system. Candidate must have education and/or experience in managing large data sets and a thorough understanding of database structures. Experience with performance tuning and data backup and recovery is required. Professional certifications or training in relevant database platforms is desired.

Levels/Qualifications

Database Administrator — Bachelor's degree plus 8 years' experience

Senior Database Administrator — Bachelor's degree plus 12 years' experience

GRAPHIC ARTIST

Description

Responsible for providing support for research and analysis materials development, drawing or paints illustrations to explain or adorn printed or spoken word, such as cover design; presentation of graphs, charts, and tables; incorporation of agency specified templates; and presentation of the information in a variety of mixed-media formats. Studies layouts, sketches proposed illustrations, and reviews related materials to become familiar with assignment. Determines style, technique, and medium best suited to produce desired effects and conform to reproduction requirements, or receives specific instructions regarding these variables. Discusses illustration at various stages of completion and makes changes as directed by research and analysis staff. Selects type, draws lettering, lays out material, or performs related duties. Draws or paints graphic material and lettering to be used for visual layouts. Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail. Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality. Lead Graphic Artist will manage Graphic Artists and provide review to ensure that materials developed conform to government standards. To perform this job successfully, an individual should have knowledge of word processing software, image development and manipulation software, Internet graphic and image manipulation software, publication quality software, and spreadsheet software.

Levels/Qualifications

Graphic Artist — Bachelor's degree plus 4 years' experience

Graphic Artist, Mid — Bachelor's degree plus 6 years' experience

Graphic Artist, Senior — Bachelor's degree plus 7 years' experience

Graphic Artist, Lead — Bachelor's degree plus 9 years' experience

MULTIMEDIA SPECIALIST

Description

Responsible for designing and developing multimedia instructional materials for computer-based training, CD-ROMs, software, Web sites and other online systems, interactive TV, and other delivery platforms. Identifying and planning appropriate instructional design strategies and objectives based on analysis of tasks, learners, and subject matter. Determining content sequence and creates content outlines and treatment approaches for written, visual, and audio content. Conducting task analyses and determines performance criteria. Developing evaluation strategies and instruments. Coordinating with instructional writers during preliminary project discussions to ensure appropriate content development. Advises and assists video and art production staff, project editors, vendors, authors, and subject matter experts, ensuring team conformance with instructional objectives and design. Designs and develops related materials such as workbooks, manuals, and instructor guides. Candidate must be able to synthesize complex or diverse information; work with a variety of media and supporting technology; use intuition and experience to complement the knowledge of the various media and supporting technology; design work flows and procedures. Generate creative solutions; translate concepts and information into images; uses feedback to modify designs; apply design principles; demonstrates attention to detail. Write clearly and informatively; edit work from multimedia formats; Vary presentation style to meet needs; presents concepts and themes effectively. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in a variety of formats. To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; development software; design software; internet software; graphics and design software, database software and contact management systems.

Levels/Qualifications

Multimedia Specialist — Bachelor's degree plus 4 years' experience

PROFESSIONAL BUSINESS SPECIALIST**Description**

Serves as the business process expert in organizations and project teams. Performs a variety of support and strategic tasks identified as business management, contracts, and finance in nature. Responsible for detailed financial and administrative activities, such as budgeting, reporting, estimating, analysis, etc. Performs cost/schedule variance analysis and provides resulting recommendations. Analyzes estimates of service, material, equipment, and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements and customer specifications. May assist in developing and monitoring funding plans and may also support tasks requiring market research, identifying business opportunities, long range business plans, acquisition planning, and cost/benefit tradeoff activities. May act as liaison with customer agencies and offices. May supervise a team of professional business specialists.

Levels/Qualifications

Professional Business Specialist I — Bachelor's degree

Professional Business Specialist II — Bachelor's degree plus 2 years' experience

Professional Business Specialist III — Bachelor's degree plus 5 years' experience

Professional Business Specialist IV — Bachelor's degree plus 7 years' experience

Professional Business Specialist VI — Bachelor's degree plus 11 years' experience

Professional Business Specialist VII — Bachelor's degree plus 15 years' experience

PROGRAMMING ANALYST

Description

Works with clients and business analysts to conceptualize, design, and deliver software applications for business management needs. Such business management needs may include project management support, surveys, collaboration, and decision support. Analyzes, evaluates, and translates business requirements into detailed system/program requirements. Provides alternatives, recommendations, and assistance to managers involved in the development and integration of business information. Participates in system requirement and design walkthrough sessions with customers. Requires computer programming, analysis, and design knowledge of various degrees, as well as designing software and implementing databases. Writes specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers.

Levels/Qualifications

Programming Analyst III— Bachelor's degree plus 5 years' experience

Senior Programming Analyst — Bachelor's degree plus 8 years' experience

Lead Programming Analyst — Bachelor's degree plus 10 years' experience

QUALITY ANALYST

Description

Serves as quality control and compliance expert on project teams. Performs quality assurance efforts, including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving business and client quality requirements. Reports independently of line management for functions being audited or where inspections are performed. Develops design and adapts and/or implements a quality assurance program for a project/program which may include, but is not limited to, assessments, inspections, evaluations, and certifications. Defines and develops quality standards for receiving in-process and final inspection and reviews and evaluates any rejections, implementing corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns, and vendor performance. May conduct quality assurance training. May supervise assistants when required.

Levels/Qualifications

Quality Analyst I — Bachelor's degree plus 2 years' experience

Quality Analyst II — Bachelor's degree plus 4 years' experience

Quality Analyst III — Bachelor's degree plus 6 years' experience

RESEARCH ANALYST

Description

Conducts market research and assists in writing reports, white papers, business correspondence, and procedure manuals in support of business planning and objectives. Assists in planning and delivering strategic reviews and business evaluations and conducting surveys and focus groups to analyze customer patterns, preferences, and related data. Identifies data sources, gathers data, and provides results that can be used as inputs to the production of analyses, reports, newsletters, or other publications. Effectively presents information and responds to inquiries from managers, customers, and the general public. Must communicate effectively. Must possess the ability to read, analyze, and interpret general business periodicals, professional journals and reports, technical procedures, and/or governmental regulations.

Levels/Qualifications

Research Associate — Bachelor's degree

Research Analyst — Bachelor's degree plus 3 years' experience

Senior Research Analyst — Bachelor's degree plus 5 years' experience

Lead Research Analyst — Bachelor's degree plus 7 years' experience

ANALYST

Description

Responsible for applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in transitioning existing project teams, and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends translate data into powerful displays that facilitate others understanding. Provide group facilitation, interviewing, training, surveys, and addition forms of knowledge transfer. Candidate must possess an ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Analyzes current research and statistical techniques, and evaluates the latest research developments to develop new market research methods. Establishes research method, such as survey, opinion poll, or questionnaire, and designs means for collecting data for each project. Develops and assists in conducting surveys and focus groups to analyze customer purchasing patterns, preferences, and organization's image and communication effectiveness. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public facilitation, management consulting, training, scientific/technical/business training or improvement skills and techniques. Skilled in areas such as, but not limited to, methodology development, change management, economics, scientific terms and meanings, activity and data modeling, performance measurement, bench marking and identifying best practices. Must be able to assist or lead in the facilitation of discussions and meetings with customer staff. To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; and database software.

Levels/Qualifications

Analyst — Bachelor's degree plus 4 years' experience

ADMINISTRATIVE ANALYST

Description

Responsible for studies management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures. Reviews and analyzes budget reports, and prepares and develops budget modifications and recommendations. Identifies administrative needs and develops appropriate solutions or recommendations. Conducts research and analytical studies, preparing reports that include cost analyses, comparative financial data, and informational data to support findings. Conducts cost/benefit analyses and evaluations of programs, staffing, and equipment utilization. Analyzes procedures and workflow of a division or program, and recommends improvements. Studies methods of improving work measurements or performance standards. Coordinates collection and preparation of operating reports. Issues and interprets operating policies. Reviews and responds to correspondence. Designs, implements, and monitors data management storage and retrieval systems. Candidate must be able to synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design work flows and procedures. Generate creative solutions; translate concepts and information into images; use feedback to modify designs; applies design principles; demonstrates attention to detail. Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget; manage project team activities. Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; able to read and interpret written information. Look for ways to improve and promote quality; demonstrate accuracy and thoroughness. Develop strategies to achieve organizational goals; understand organization's strengths & weaknesses; identify external threats and opportunities; adapt strategy to changing conditions. Prioritize and plan work activities; develop realistic action plans. To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; project management software and database software.

Levels/Qualifications

Administrative Analyst — Bachelor's degree plus 4 years' experience

TRAINING SPECIALIST

Description

Develops and delivers training in business environments, including but not limited to business process training, business systems training, and organizational best practices and orientation trainings. Responsible for developing, implementing, and conducting courses of relating to various business functional areas as required. Analyzes training requirements and objectives and identifies appropriate and specific training equipment, material, methods, and media. Coordinates the maintenance and development of training material as necessary. May conduct complex courses from start to completion or assist other instructors and lower level trainers in the classroom. May assist in the development and establishment of the course content and objectives and conduct training sessions, presenting information, directing structured learning experiences, and managing group discussions. Focus is on specific areas of functional knowledge or on-the-job capabilities needed for particular positions.

Levels/Qualifications

Training Specialist I — Bachelor's degree

Training Specialist II — Bachelor's degree plus 2 years' experience

Training Specialist III — Bachelor's degree plus 5 years' experience

Labor Category Descriptions for C871-1 and C871-2**PROJECT MANAGER****Description**

Primary point of contact with the client for all efforts performed under the program. Manages and provides technical expertise and services. Responsible for the performance and phases of programs/projects from inception through completion. Works directly with key customer contacts to facilitate all assigned services, including interactive customer communications, marketing, logistics, ad hoc projects, and other day-to-day activities; oversees project management for all areas of customer relationship; evaluates existing procedures, processes, techniques, models, and systems related to the project and makes recommended solutions; provides mentoring and supervisory leadership; leads teams in defining, planning, and implementing projects to achieve specific business objectives; and identifies risk and risk avoidance measures. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Performs day-to-day management of overall contract support operations or task order projects, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of contract support activities/or assigned task order projects. Ensures project schedules are met. Demonstrates proven skills in those technical areas addressed by the specific task order(s) to be managed. Capable of leading projects that involve the successful management of teams comprising subject matter experts, engineers, scientists, logisticians, management professionals, and/or administrative and technical personnel. Plans, directs, and coordinates the activities of administration, as well as program control and technical supervision of personnel.

Levels/Qualifications

Project Manager I — Bachelor's degree plus 4 years' experience

Project Manager II — Bachelor's degree plus 6 years' experience

Project Manager III — Bachelor's degree plus 8 years' experience

Project Manager IV — Bachelor's degree plus 10 years' experience

Project Manager V — Bachelor's degree plus 12 years' experience

Project Manager VI — Bachelor's degree plus 15 years' experience

ENGINEER

Description

Provides discipline-specific or system-specific engineering support on systems, system elements, interfacing systems, components, devices and/or processes. Possesses in-depth technical and theoretical knowledge in specific discipline. Works independently or on a team and solves engineering-related problems. Supports entire system life cycle. Develops system architecture and design including software, hardware, communications and interface requirements. Leads definition, trade-off, and design activities. Prepares, reviews, and evaluates system documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Supports test programs and analyzes testing. Conducts analysis of requirements and components and performs audits to ensure functionality, operations and performance requirements are achieved. May provide daily supervision and direction to staff.

Levels/Qualifications

Engineer I — Bachelor's degree plus 2 years' experience

Engineer II — Bachelor's degree plus 5 years' experience

Engineer III — Bachelor's degree plus 7 years' experience

Senior Engineer — Bachelor's degree plus 10 years' experience

Principal Engineer — Bachelor's degree plus 12 years' experience

SCIENTIST

Description

Provides technical and analytical research capabilities to evaluate, compare, and report on research methods and results across scientific fields and is capable of conducting extensive data gathering tasks. Assesses a project's resource intensity, technical feasibility, economic viability, and other technical factors.

Levels/Qualifications

Scientist I — Bachelor's degree plus 2 years' experience

Scientist II — Bachelor's degree plus 5 years' experience

Scientist III — Bachelor's degree plus 7 years' experience

Senior Scientist — Bachelor's degree plus 10 years' experience

Principal Scientist — Bachelor's degree plus 15 years' experience

SYSTEMS ENGINEER

Description

Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Develops and refines new techniques to enhance quality and productivity. Generates and approves projects and testing specifications. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Designs and develops equipment and system-oriented products and prepares related installation, operation, and maintenance specifications and instructions. Performs and analyzes site surveys and recommends optimum equipment/system placement and any applicable software solutions to meet requirements. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Assists the client in the establishment and conducting of quality assurance analysis and engineering to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management guidelines.

Levels/Qualifications

Systems Engineer I — Bachelor's degree plus 2 years' experience

Systems Engineer II — Bachelor's degree plus 5 years' experience

Systems Engineer III — Bachelor's degree plus 7 years' experience

Systems Engineer IV — Bachelor's degree plus 10 years' experience

Systems Engineer V — Bachelor's degree plus 12 years' experience

Systems Engineer VI — Bachelor's degree plus 15 years' experience

SUBJECT MATTER EXPERT

Description

Responsible for providing expert knowledge within a technical field; developing concepts; conveying information to a technical team; and monitoring development. The Subject Matter Expert is responsible for meeting with clients to assess functional areas, identify risks, and develop documentation. Responsible for interfacing with technical teams to convey client specifications, monitoring the direction of development, and establishing the criteria for test plans.

Levels/Qualifications

Subject Matter Expert I — Bachelor's degree plus 6 years' experience

Subject Matter Expert II — Bachelor's degree plus 10 years' experience

Subject Matter Expert III — Bachelor's degree plus 12 years' experience

Subject Matter Expert IV — Bachelor's degree plus 16 years' experience

TECHNICAL RESEARCH ANALYST

Description

Assists in writing technical reports, correspondence, and procedure manuals. Assists in analyzing current research and statistical techniques and evaluating and developing new market research methods. Assists in planning and delivering strategic reviews and program evaluations and conducting surveys and focus groups to analyze customer patterns, preferences, and related data. Identifies data sources, gathers data, and provides results that can be used as inputs to the production of analyses, reports, newsletters, or other publications. Effectively presents information and responds to inquiries from managers, customers, and the general public. Assists in the facilitation of discussions and meetings. Must communicate effectively. Must possess the ability to read, analyze, and interpret general business periodicals, professional journals and reports, technical procedures, and/or governmental regulations.

Levels/Qualifications

Technical Research Associate — Bachelor's degree

Technical Research Analyst — Bachelor's degree plus 3 years' experience

Senior Technical Research Analyst — Bachelor's degree plus 5 years' experience

Lead Technical Research Analyst — Bachelor's degree plus 10 years' experience

ADMINISTRATIVE SUPPORT

Description

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to: phone answering, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, record keeping, and data input. Composes routine correspondence, documents, reports, orders, forms, etc., in support of project personnel as required. Locates and summarizes information and data from files and documents. Responsible for maintaining duty status of project personnel, suspense dates for matters requiring compliance, and similar information/data concerning the project. Requires technical computer skills and the ability to use word processing, spreadsheet, and presentation development software. Plans the layout of text, charts, forms, tabulation, or any combination of this material for neat and balanced appearance. Types material utilizing written drafts while applying knowledge of grammar, spelling, capitalization, and punctuation accordingly. Pays attention to detail while proofreading typed material before submission. Maintains files, documents, and records of completed work and works in cooperation with others in large, complex publication efforts. Assists in preparation of user manuals, training materials, installation guides, proposals, reports, and other customer deliverables and documents. May include the supervision and/or direction/scheduling of lower level employees.

Levels/Qualifications

Administrative Support I — High school Diploma

Administrative Support II — High school Diploma plus 2 years' experience

Administrative Support III — High school Diploma plus 4 years' experience

Administrative Support IV — Bachelor's degree plus 2 years' experience

QUALITY ANALYST

Description

Performs quality assurance efforts, including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving industry and client quality requirements. Reports independently of line management for functions being audited or where inspections are performed. Develops design and adapts and/or implements a quality assurance program for a project/program which may include, but is not limited to, assessments, inspections, evaluations, and certifications. Defines and develops quality standards for receiving in-process and final inspection and reviews and evaluates any rejections, implementing corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns, and vendor performance. May conduct quality assurance training. Performs and coordinates quality assurance activities, such as the design and development of test plans, criteria, and procedures, to assemble test data and conduct, evaluate, and verify test results. Documents procedures and performs audits. May provide technical support to inspection personnel. Periodically reports results to management and may supervise assistants when required.

Levels/Qualifications

Quality Analyst I — Bachelor's degree plus 2 years' experience

Quality Analyst II — Bachelor's degree plus 4 years' experience

Quality Analyst III — Bachelor's degree plus 6 years' experience

RESEARCH ANALYST

Description

Assists in writing reports, business correspondence, and procedure manuals. Assists in analyzing current research and statistical techniques and evaluating and developing new market research methods. Assists in planning and delivering strategic reviews and program evaluations and conducting surveys and focus groups to analyze customer patterns, preferences, and related data. Identifies data sources, gathers data, and provides results that can be used as inputs to the production of analyses, reports, newsletters, or other publications. Effectively presents information and responds to inquiries from managers, customers, and the general public. Assists in the facilitation of discussions and meetings. Must communicate effectively. Must possess the ability to read, analyze, and interpret general business periodicals, professional journals and reports, technical procedures, and/or governmental regulations.

Levels/Qualifications

Research Associate — Bachelor's degree plus 4 years' experience

Research Analyst — Bachelor's degree plus 6 years' experience

Senior Research Analyst — Bachelor's degree plus 8 years' experience

Lead Research Analyst — Bachelor's degree plus 10 years' experience

Blanket Purchase Agreement

In accordance with [Federal Acquisition Regulation \(FAR\) 8.405-3](#), ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. [GSA Schedules](#) simplify the filling of recurring needs for supplies and services, while leveraging ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

To [establish BPAs](#), ordering activities evaluate different contractors on Schedule for a particular category of supply or service, then establish an ongoing agreement for repetitive [orders](#) from the selected contractor. The agreement between ordering activity and Schedule contractor will generally look like this [sample BPA format](#).

Benefits and Advantages of BPAs

BPAs offer an excellent option for federal agencies and Schedule contractors alike, providing convenience, efficiency, and reduced costs. Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition.

BPAs also:

- Provide opportunities to negotiate improved discounts;
- Satisfy recurring requirements;
- Reduce administrative costs by eliminating repetitive acquisition efforts;
- Permit ordering activities to leverage buying power through volume purchasing;
- Enable ordering activities streamlined ordering procedures;
- Permit ordering activities to incorporate [Contractor Team Arrangements \(CTAs\)](#)
- Reduce procurement lead time; and
- Permit ordering activities the ability to incorporate terms and conditions not in conflict with the underlying contract.

A BPA can be set up for field offices across the nation, thus allowing them to participate in a customer's BPA and place orders directly with GSA Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA.

A multi-agency BPA is also permitted if the BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

For More Information

The [Blanket Purchase Agreement Frequently Asked Questions \(FAQs\)](#) provide a variety of information regarding the use of BPAs under GSA Schedule contracts. Further related pages on this site include:

- [Establishment of BPAs](#); and
- [Ordering From BPAs](#); and
- [BPA Documentation](#).

SUGGESTED BPA FORMAT:

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) _____ and _____ (Contractor) _____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the Schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

AGENCY DATE

CONTRACTOR DATE

BPA Number _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

ITEM (Model/Part Number or Type of Service)	SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;

- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT -- A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.**